

Town of New Marlborough, Massachusetts

BUILDING PERMIT APPLICATION

Permit No. _____ Date Submitted _____ Fee \$ _____

1	Project Location				1A	Estimated Project Value
2	Legal Description	Recording Date	Registry of Deeds Book & Page No.	Assessors Map & Parcel No.	Zoning District	
3	Owner	Name _____ Mail Address _____ Phone _____				
4	Architect Engineer	Name _____ Mail Address _____ Phone _____ MA License No. _____				
5	Contractor	Name _____ Mail Address _____ Phone _____ HIC # & Expire Date _____ CSL # & Expire Date _____				
6	Current Zoning Use From Bylaw	<input type="radio"/> Single Family Residential	<input type="radio"/> Multi-Family Residential # of Units _____	<input type="radio"/> Commercial Agricultural	<input type="radio"/> Industrial Accessory	<input type="radio"/> Other _____
7	Proposed Zoning Use From Bylaw	<input type="radio"/> Single Family Residential	<input type="radio"/> Multi-Family Residential # of Units _____	<input type="radio"/> Commercial Agricultural	<input type="radio"/> Industrial Accessory	<input type="radio"/> Other _____
8	Debris	Construction debris will be disposed of by _____ at _____ (Hauler) (Must be State Approved disposal site)				
9	Floodplain Wetlands Rivers APR	Is proposed construction within a floodplain or Floodway (Consult FEMA Maps)? <input type="radio"/> Yes <input type="radio"/> No Is proposed construction within 100' of the edge of a pond, river, stream, brook or wetland? <input type="radio"/> Yes <input type="radio"/> No Is proposed construction within 200' of the edge of a river, stream or intermittent brook? <input type="radio"/> Yes <input type="radio"/> No Is proposed construction on property protected by an Agricultural Preservation Restriction? <input type="radio"/> Yes <input type="radio"/> No				
10	Construction Dimensions	Height _____ # Stories _____ Length _____ Width _____ Sq. Ft. _____				
11	Distance to Property Lines and Setbacks	Front _____ Left Side _____ Right Side _____ Rear _____				
12	Distance to Street (R.O.W. Line)	_____ On which side of the street is the property? <input type="radio"/> North <input type="radio"/> South <input type="radio"/> East <input type="radio"/> West				
13	Lot Data	Lot Size (sq. ft.) _____ Lot Frontage (feet) _____ Lot Coverage after Completion (%) _____				
14	Parking	Off street Parking Spaces: # _____	15 Fill	Is Building erected on filled land? <input type="radio"/> Yes <input type="radio"/> No		
16	Utilities	Will any of the following be altered, repaired or installed? <input type="radio"/> Heat (Type _____) <input type="radio"/> Electricity <input type="radio"/> Septic System <input type="radio"/> Fireplace or Wood Stove <input type="radio"/> Well <input type="radio"/> Driveway <input type="radio"/> Gas				
17	Water Supply	What will be the water supply for this building? <input type="radio"/> Public Water Co. <input type="radio"/> Deep Well (Provide copy of water test) <input type="radio"/> Spring (Provide copy of water test) <input type="radio"/> Point Well (Provide copy of water test)				

18 - DESCRIPTION OF PROPOSED WORK (Check all applicable)

New Construction <input type="checkbox"/>	Existing Building <input type="checkbox"/>	Repairs <input type="checkbox"/>	Alterations <input type="checkbox"/>	Addition <input type="checkbox"/>
Accessory Bldg. <input type="checkbox"/>	Demolition <input type="checkbox"/>	Other <input type="checkbox"/> Specify: _____		

Brief Description of Proposed Work:

19 - USE GROUP AND CONSTRUCTION TYPE								
USE GROUP (check as applicable)					CONSTRUCTION TYPE			
A Assembly	A-1 <input type="checkbox"/>	A-2r <input type="checkbox"/>	A-2nc <input type="checkbox"/>	A-3 <input type="checkbox"/>	A-4 <input type="checkbox"/>	A-5 <input type="checkbox"/>	1A <input type="checkbox"/>	1B <input type="checkbox"/>
B Business	<input type="checkbox"/>						2A <input type="checkbox"/>	
E Educational	<input type="checkbox"/>						2B <input type="checkbox"/>	
F Factory	F-1 <input type="checkbox"/>	F-2 <input type="checkbox"/>						
H High Hazard	H-1 <input type="checkbox"/>	H-2 <input type="checkbox"/>	H-3 <input type="checkbox"/>	H-4 <input type="checkbox"/>	H-5 <input type="checkbox"/>		3A <input type="checkbox"/>	
I Institutional	I-1 <input type="checkbox"/>	I-2 <input type="checkbox"/>	I-3 <input type="checkbox"/>	I-4 <input type="checkbox"/>			3B <input type="checkbox"/>	
M Mercantile	<input type="checkbox"/>						4 <input type="checkbox"/>	
R Residential	R-1 <input type="checkbox"/>	R-2 <input type="checkbox"/>	R-3 <input type="checkbox"/>	Single or Two Family Dwelling <input type="checkbox"/>			5A <input type="checkbox"/>	
S Storage	S-1 <input type="checkbox"/>	S-2 <input type="checkbox"/>					5B <input type="checkbox"/>	
U Utility	<input type="checkbox"/>	Specify: _____						
M Mixed Use	<input type="checkbox"/>	Specify: _____						
COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATIONS. ADDITIONS AND/OR CHANGE IN USE								
Existing Use Group: _____				Proposed Use Group: _____				
Existing Hazard index 780 CMR 3403: _____				Proposed Hazard Index 780 CMR 3403: _____				

20. INSTRUCTION: **COMPLETE ALL PORTIONS OF APPLICATION.** Failure to fully complete the application may result in rejection. Mark "NA" where information requested is not applicable.

Three (3) sets of the following documents must be submitted with the building permit application:

- 1) **Plot Plan** - Must show to scale all existing structures and new structures, the distance between buildings, distance from property boundaries, wet lands, lakes, ponds, streams, well and septic system location.
- 2) **Elevation** - Front, Rear and Side views of the proposed structure(s).
- 3) **Specifications** - Materials and details of structural, mechanical, plumbing and electrical elements.
- 4) **Floor Plan(s)** - Locations of walls, windows, doorways, stairs, porches and decks, plumbing, mechanical and electrical fixtures, fuel oil storage tanks, smoke detectors and carbon monoxide alarms.
- 5) **Foundation Plan** - Must show to scale all footings, walls and required reinforcement.

All plans and specifications for buildings and structures containing greater than thirty-five thousand (35,000) cubic feet of enclosed space shall bear the seal and signature of a Massachusetts registered professional engineer or architect. One and two family dwellings are exempt from this requirement.

The building inspector may require engineered plans and /or other information, for any project, regardless of size, if so deemed necessary to insure the public safety, health or welfare.

No structure is to be used or occupied until a certificate of occupancy has been issued. Permit must be on premises, visible and accessible at all times. **WORK MUST BE STARTED WITHIN 6 MONTHS OF THE PERMIT BEING ISSUED.**

I certify that all necessary information for issuance of this permit is herewith provided and is accurate and truthful to my knowledge. I understand that I am responsible for contacting the inspector to insure the acceptance of these plans and to schedule all necessary inspections required by law. Repeat inspections are subject to an additional fee.

**OWNER AUTHORIZATION – TO BE COMPLETED WHEN
OWNER'S AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT**

I, _____, as Owner of the subject property hereby authorize
_____ to act on my behalf in all matters
relative to work authorized by this building permit application.

Signature of Owner Date

OWNER/AUTHORIZATION – AGENT DECLARATION

I, _____, as Owner / Agent of the subject property hereby declare that
the statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief.
Signed under the pains and penalties of perjury.

Print Name

Signature of Owner / Agent Date

Special Approvals:	Required?	For What?	Date Approval Received
Board of Health			
Planning Board			
Zoning Board of Appeals			
Highway Superintendent			
New Marlborough Historic District Commission			
Fire Safety Inspector			

Building Commissioner Signature

☐ Approved

Date

☐ Denied/Reason:
